

**OLNEY RURAL FIRE DISTRICT  
MINUTES OF MEETING OF BOARD OF TRUSTEES  
APRIL 12, 2023 AT OLNEY FIRE HALL**

**Call to Order:** 7:03 pm

Trustees present: Vice Chair John Strean, Secretary Paul Jeremiassen and Trustees Norma McBroom and Emily Sharp (recently appointed by the County). There is one Board vacancy. Strean served as Chair of the meeting.

Department Volunteers: Chief Jordon Carr, Levi Gress, Zach Watson and Alex Moore

Community Members: None

**Approval of Minutes:** Strean moved to approve the minutes of the March meeting as presented by Jeremiassen; seconded by McBroom; carried unanimously.

**Correspondence:** Jeremiassen received an e-mail on April 10<sup>th</sup> from the County Commissioners' Office advising that Emily Sharp had been appointed to the Board for the vacancy with a term ending 5/31/2024.

**Reports:** None

**Unfinished Business:** Trustee appointments – aside from the appointment of Emily Sharp, the County Clerk also advised that the remaining Board vacancy is being advertised on the County's website through April 28<sup>th</sup>, during which period appointment requests will be accepted and acted upon in May. Jeremiassen also advised that he will be moving out of the District at the end of July and no longer a District resident or property owner, so he will be resigning from the Board. Sharp indicated that she would be willing to assume the office of Secretary. Jeremiassen will provide training to prepare for the transfer of duties.

**New Business:** Payment approval rules - there is a need to specify the limit on the discretion Chief Jordon has for Department expenditures for budget areas for which he is responsible – building and vehicle maintenance and repair, supplies/fire equipment/radio/turnout gear purchases, and training – without needing approval from the Board. After discussion, Jeremiassen moved to set a limit of \$100 for each Department expense that can be made at the discretion of the Chief without Board approval; seconded by Strean; carried unanimously.

**Presentation of Claims and Bills:** Jeremiassen presented the April bills for payment, as per the attached list (which includes payments to RES and Rocky Gress omitted in error on the original list presented). Strean moved to approve the payments per the attached; seconded by McBroom; carried unanimously.

**Department Report:**

March callouts – McBroom reported 1 MVA callout (responded to).

Training – Carr presented a schedule of trainings in March, which included a week-long wildland fire training at the County and a haz mat training conducted by BNSF at the Fire Hall.

Status of vehicles and equipment – all in operating condition.

Status of volunteers – currently 6 volunteers (Carr, Gress, McBroom, Fanning, Watson & Moore). Tim Sparks resigned in early March.

Department expenditure request – Carr requested to purchase 4 sets of safety glasses (total \$135) and a water cannon attachment (cost \$1,828) for the top of the Tender tank for direct application of water from the Tender. Jeremiassen moved to approve both purchases; seconded by Strean; approved unanimously.

**Other Comments:**

Kate Riggles, who arrived late in the meeting, indicated that she would apply to fill the remaining Board vacancy. She will coordinate with Emily Sharp to get her request letter to the County.

Mother's Day Breakfast - McBroom brought up for discussion whether the event will be held this year (Mother's Day is Sunday, May 14<sup>th</sup>). This community tradition is a significant undertaking by the Department, and has usually been organized by Norma McBroom, so it is important that she is willing to take it on again. It was generally agreed that we should have the breakfast, but others will need to volunteer for gathering donated or purchased food and auction items at the direction of Norma.

Submitted by Paul Jeremiassen, Secretary

**Attachments:**

April Bills for Payment

**Next meeting: Wednesday, May 10th**

**OLNEY FIRE DISTRICT  
TRANSACTION REGISTER  
FY 2022**

As Of 4/13/23

CLRD	CHECK #	DATE	PAID TO/RECEIVED FROM	CHK TOT	DEBIT	CREDIT	A/C CODE	CASH BAL	DESCRIPTION
	5491	4/12/23	Lincoln Electric		124.02		800	48,951.05	Prior month electricity
	5492	4/12/23	Mahugh Fire & Safety		1,020.00		1900	47,931.05	3 Pair Response Boots
	5493	4/12/23	CityServiceValcon		1,502.49		1300	46,428.56	350.1 gals @2.64; 270.2 gals @ 2.14
	5494	4/12/23	Rocky Gress		120.00		300	46,308.56	2 plowings @ \$60
	5495	4/12/23	CenturyLink		136.00		200	46,172.56	Prior month telephone/internet
	5496	4/12/23	VFIS		1,666.00		600	44,506.56	Quarterly Installment - property/liability insurance
	5497	4/12/23	Response Equip Specialists		2,915.95		2000	41,590.61	Complete tune-up & oil service Wildland Truck
	5498	4/12/23	Visa	1,039.50	131.43		1000	41,459.18	Work gloves, truck clipboards
	5498	4/12/23	Visa		753.48		1800	40,705.70	Training TV, drinks
	5498	4/12/23	Visa		128.60		1900	40,577.10	Quarterly Entitlement Distribution
	5498	4/12/23	Visa		25.99		400	40,551.11	Wildland Truck tool bags
	5499	4/12/23	WEX Bank		213.99		500	40,337.12	Prior month fuel bill